



Service, Science, Sustainability

Under the leadership of the Commissioner of Public Lands, our work at the Department of Natural Resources (DNR) is done with the public's interest in mind, which means transparency and public knowledge. Our decisions are guided by sound science as we manage state trust lands, native ecosystems and natural resources. We support the vision of a sustainable future by protecting and managing the natural resources so future generations will have them.

DNR manages over 5 million acres of state-owned land that includes forest, range, commercial, agricultural and aquatic lands. We generate revenue that supports public schools, state institutions and county services. But managing lands is only half of our story. We also protect other public resources such as fish, wildlife, water, and provide public access to outdoor recreation. Two of our largest and most important state-wide resource protection responsibilities are fire prevention and suppression, and overseeing forest practices.

The DNR operates with a biennial budget of approximately \$400 million and has over 1300 employees.

We have some of the most talented people in the industry. We honor diversity in the workplace and support one another with respect and trust. We invite you to learn more about our culture, our careers, and why some of the top forestry and natural science professionals have joined Washington DNR by visiting our [DNR website](#).

ASSISTANT DIVISION MANAGER PRODUCT SALES FOREST RESOURCES AND CONSERVATION DIVISION

Recruitment #2011-10-7098

JOB CLASSIFICATION: Assistant Division Manager Product Sales
Washington Management Service Band 2

SALARY RANGE: Up to \$6205 per month
(Up to \$6019 with 3% temporary reduction)

Important Note: From July 1, 2011 through June 29, 2013 a 3% temporary salary reduction is in effect for most positions. For specific information on the Temporary Salary Reduction, [click here](#).

TYPE OF POSITION: Permanent. This is a non-represented position.

LOCATION: Natural Resource Building
1111 Washington Street Southeast
Olympia, WA 98504-7000

CLOSES: Open until filled; First review begins October 14, 2011.

POSITION PROFILE:

The Assistant Division Manager (ADM) for Product Sales is an integral part of a dynamic seven member leadership team for the Forest Resources and Conservation Division (FRCD). The ADM shares responsibility for ensuring fiduciary obligations to trust beneficiaries are successfully met while maintaining the agency's commitment to sustainability, sound science, and transparency.

Major responsibilities include but are not limited to:

- Successful implementation of an integrated multi-program approach to land management and forest stewardship
- Manages existing and develops new marketing strategies and programs to maximize revenue potential on forested state trust lands
- Tracks market conditions and industry trends
- Manages the performance of 11 Product Sales staff (includes three direct reports)
- Contributes to the successful implementation of on-the-ground policies, guidance, and training to meet division goals and objectives
- Maintains constructive working relationships with internal program and agency staff as well as external stakeholders including regulators, purchasers, agencies and others

REQUIRED EDUCATION, EXPERIENCE & COMPETENCIES:

- Bachelor's degree involving major study in forestry or natural resources
- At least 7 years forest operations experience
- At least 2 years forest industry marketing experience
- Successful working experience in forest products or forest management
- Expertise in wood utilization and the collection and analysis of forest resource information
- Skills in oral and written communication including communication of technical information
- Expertise in designing successful work flow processes for highly complex, multiple goal orientated projects
- Proficient use of computers and agency software; this includes standard programs such as Microsoft Word, Excel and Power Point

EMPLOYEE BENEFITS

The state of Washington offers a comprehensive benefits package including:

- [Medical, dental, life](#) and [long-term disability](#) insurance.
- Optional [long-term care](#), and [auto/home](#) insurance.
- Optional [medical flexible spending account](#).
- Vacation, sick, military, and civil leave.
- Eleven paid holidays per year.
- A state [retirement plan](#).
- Optional credit unions and savings bonds.

Optional [Deferred Compensation](#) and [Dependent Care Assistance](#) programs

Join our job announcement mailing list and view all current job opportunities. Visit: [DNR Jobs](#)

This announcement is published by the Washington State Department of Natural Resources (DNR). The DNR is an equal opportunity employer. Women, racial, and ethnic minorities, persons of disability, and disabled and Vietnam-era veterans are encouraged to apply. Persons with a disability who need assistance during the screening process, or those needing this announcement in an alternative format may contact DNR Recruiting staff (360) 902-1350 or (360) 902-1228. DNR may be contacted using the Washington State Telecommunications Relay Service (TTY) by dialing 711.

THE PREFERRED CANDIDATE WILL HAVE:

- Master's degree in business, forest management, forest economics, or related field
- Five years of forest industry marketing experience
- Expertise and practical working knowledge of negotiating, forecasting, budgeting, trend analysis, and sawmill operations

SPECIAL POSITION REQUIREMENTS AND WORKING CONDITIONS:

- The incumbent in this position must be able to travel
- State of Washington driver's license

WHO MAY APPLY

This recruitment is open to anyone who meets the required qualifications for this position.

APPLICATION PROCESS

To be considered for this position, please submit:

- A letter of interest describing how your experience and qualifications relate to the position profile, required and desired position qualifications, and special position requirements. Please indicate in your letter of interest how you learned of this opportunity.
- A completed application – [DNR Job Application](#) AND Resume
- Provide four professional references, including one reference from a current and a former supervisor, one from a peer, and one from a subordinate and at least two personal references.
- An online **voluntary** [Applicant Profile Questionnaire](#). (This form is not required and is submitted online. Please do **not** print out and send in with application materials).

The first screening will be based on information contained in your candidate materials.

Submit all materials by the closing date to:

Electronic method preferred

dnrrecruiting@dnr.wa.gov

OR other method

Melody Wolf
Department of Natural Resources
PO BOX 47033
Olympia, WA 98504-7033

NOTE: Please indicate #2011-10-7098 in the subject line of your e-mail.

By submitting the application materials you are indicating that all information is true and correct to the best of your knowledge. You understand that the state may verify information and that untruthful or misleading information is cause for removal from applicant pool or dismissal if employed.

Questions? Please contact Julie Sackett at (360) 902-1370 or e-mail us at DNRrecruiting@dnr.wa.gov.